



**Town of Arlington, Massachusetts**  
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## Minutes 10/18/2007

### Capital Planning Committee Meeting Minutes October 18, 2007

In attendance were:

Steve Andrew \*  
 Steve Gilligan \*  
 John FitzMaurice  
 Charles Foscett, Chairman  
 Nancy Galkowski  
 Ruth Lewis  
 Anthony Lionetta  
 Susan Mazzarella  
 Barbara Thornton

\* Denotes those not in attendance

**1. Initiate Meeting:** Charlie Foscett called the meeting to order and distributed an agenda package. Minutes of the October 4<sup>th</sup> meeting were reviewed and approved. Handouts included a new request pertaining to the chiller replacement at the rink. The funds approved in a prior year's budget for this (\$100k) were not sufficient. Bids came in at \$126k. The rink took the additional \$26k in cash out its enterprise fund in order to get the work done, but wants to return the cash and convert this cost to bonding. This new request will facilitate this internal adjustment. Ruth Lewis provided a status report on prior year requests / expenditures.

**2. Extra Costs @ Buzzell Field:** The ongoing project to renovate Buzzell Field has run into unforeseen additional costs in the amount of \$95k. Parks has approximately \$25k in residual balances they can apply to this cost. There was discussion about taking the balance of \$70k either out the Reserve fund or using (at least in part) the unused balance (say about \$60k) from the Reservoir Project.

In discussions with the Town Manager, it was agreed that the latter would be done. It was also agreed that the Manager would submit a new request for funding to complete a walking path around the Reservoir (the balance in question was being considered for this purpose)

**3. Security Systems:** Barbara Thornton reported that in her conversations with the Police Chief, he stated that security system/software the Police Department recently installed can be easily expanded for use by other Town / School Departments. On behalf of the CPC, Barbara will make a request to Steve Mazzola to study this matter and make a recommendation on whether to build on this current system or to go with new systems as various departments pursue security mechanisms. **This question should be answered before security audits are done by departments.**

**4. Update - Fire Department Requests:** John FitzMaurice reported on the Fire Chief's responses to the CPC's questions on the fire stations and their costs. A written document was provided. The Fire Department has requested even greater sums than identified by prior consultant studies and escalated by the Permanent Building Committee. CPC voted to not increase the fire station costs as requested, and to conversely request that the Fire Department proceed to get the stations done with the current programmed level of funding. Charlie Foscett will prepare a statement to the Fire Department that the Architect should be directed to "design to this prior cost". This was decided because the alternative would be to keep pushing the projects out, delaying them and the at the same time having their costs be subject to further inflation.

The Fire Chief has yet to respond to CPC questions on the quint.

5. **Library Requests:** Barbara Thornton and Ruth Lewis reported on the Library requests. Highlighted comments are that the Energy Management Request for \$20k looks like it may only cost around \$15k. The carpet requests of 2009 and 2010 (totaling around \$59k) will complete the carpet replacement program. There was a problem with the bid package for the basement moisture issue. It appears that the contract was issued without the repair of the entry areaway. There is a request in this year's plan for \$10k to fund a change order to make this repair, as part of the awarded contract. There was discussion about the Vend Printing request.
6. **Prior Year Requests:** Ruth Lewis provided a print out on the status of prior year requests. There was some discussion. Highlighted comments are that the Dallin School was completed considerably under-budget (by about \$750k). The Park Circle Fire Station is also coming in at approximately \$100k under the last planned budget. These funds will be turned back to the School Funds / Capital Plan, respectively.
7. **Vision 2020:** Barbara Thornton reported that she attended the Vision 2020 session and that the mailing this year will solicit opinions addressing the Town's financial issues. The survey form is coded with demographic and ownership type questions.
8. **Building Business Plans:** Charlie Foskett reported that his subcommittee has received some information on Town-owned/leased buildings managed by the Planning Department. These spreadsheets were provided to the CPC. The subcommittee needs time to study these and will discuss its findings at the next meeting. It was reported that the Town Manager's approach is to account for all expenses related to these buildings and to have them be revenue generating.
9. **Next Meeting:** The next meeting is scheduled for November 1, 2007 at 5PM.
10. **Adjournment:** Meeting was adjourned.